

GUIDELINES FOR THE USE OF STATE-OWNED VEHICLES

1. Employees shall obey all federal, state, and local motor vehicle laws including:
 - A. Operator must have a valid U.S. driver's license.
 - B. Operator must carry personal automobile liability insurance.
 - C. Operator and all passengers must use safety restraints.
2. Employees shall insure the safe and economical use of state vehicles including:
 - A. Locking the vehicle at any time when left unattended.
 - B. Parking the vehicle in authorized places where reasonable security is offered and removing from ready visibility any state or personal property within the state vehicle.
 - C. Not operating the vehicle while under the influence of intoxicating beverages, drugs, or other substances.
 - D. Not smoking in state-owned vehicles.
3. Employees shall report to the Fleet (Vehicle) Manager any:
 - A. Incident involving the possible misuse, abuse, or neglect of a state vehicle.
 - B. Mechanical or physical maintenance that should be done to the vehicle that was utilized.
 - C. Accidents, after they have been reported to the local police department.
 - D. Parking or moving violation citations received.
4. Employees will be personally responsible for any fines, tow-away charges or other costs associated with their failure to observe all federal and state motor vehicle laws or municipal ordinances while operating a state-owned vehicle.
5. All OFI authorized drivers are required to report any suspension or revocation of drivers' license to his supervisor immediately, and that employee shall not drive on state business under any circumstances.
6. Any persons who are not official state employees should not be transported in a state vehicle unless an exception is obtained that determines the best interest of the state will be served. A signed Hold Harmless Agreement acknowledging that the state assumes no liability for any loss, injury, or death resulting from said travel must be on file **prior** to traveling. (see attached)
7. **No state vehicle owned, rented, or leased shall be used for other than performing official state business.** The personal use of a state owned, rented, or leased vehicle is prohibited.
8. When an employee is required to use a state-owned vehicle for travel while on stay out exams, the vehicle may be used prudently, such as obtaining meals. Also, while away from the district office, the vehicle may be used prudently to obtain meals. It shall not, however, be used for personal purposes. When an employee is working in the district office, the vehicle may not be used to obtain meals or for personal purposes.
9. When a state car is available and an employee chooses to use their own personal vehicle, no mileage will be reimbursed.



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Risk Management

HOLD HARMLESS AGREEMENT

By signing this document, I agree to the following:

In consideration of the benefit received from my driving, or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof, I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my presence in said vehicle. I further release and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my driving or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof.

Print Name _____

Signature _____

Date _____